**Course Title: HST 102 Health Care Delivery & Management**

**Instructor Name:**

**Instructor Office Location:**

**Instructor Phone:**

**Instructor E-Mail:**

**Instructor Office Hours:**

***NOTE:***  *This syllabus may be revised as necessary at the discretion of the instructor. Should a revision become necessary students will be given notice and access to the new, revised copy.*

**KCTCS Catalog Description**

Introduction to delivery and management of healthcare including professionalism, and healthcare roles, healthcare delivery m26odels and types of healthcare coverage. Will explore legal/ethical issues including HIPPA and confidentiality, electronic medical records and patients’ rights as well as analyze current trends in health care today**.** Appropriate for any student considering entering the Allied Health or Nursing Field.

**Relationship of Course to College Mission:**

An understanding of health care systems and ethical issues related to health care provide students with a foundational understanding of healthcare which will enhance their understanding of the role they may play as a healthcare provider. This supports the college’s mission of supporting the attainment of regional and statewide educational goals through data informed and inquiry driven strategies to increase retention rates and completion of credentials.

**Student Learning Outcomes (specific to course):**

Upon completion of this course the student will:

1. Evaluate legal and ethical considerations
2. Describe function and purpose of health care agencies
3. Explain function and purpose of HIPAA
4. Define informed consent, negligence, and malpractice
5. Describe factors that affect health care delivery
6. Identify the roles of various health care professionals
7. Compare and contrast different types of health coverage
8. Analyze current health care trends
9. Apply health care management concepts
10. Evaluate health care delivery models
11. Explore the concept of professionalism as an ethical component of healthcare delivery
12. Identify patient’s health care rights
13. Discuss the components of electronic medical records (EMR)
14. Discuss the importance of appropriate documentation
15. Discuss the importance of continuing education and the need to grow professionally as a member of the healthcare profession
16. Recognize and describe opportunities for self-growth and learning
17. Discuss the importance of patient-centered care
18. Discuss the need for policies and procedures in the workplace

**General Education Student Learning Outcomes**

“Upon completion of the course, the student will also be able to:”

Listen and speak competently in a variety of communication contexts, which may include public, interpersonal and/or small group settings.

**Required Texts, Supplies, Materials:**

***Essentials of the U.S. Health Care System***, 3rd ed by Leiyu Shi and Douglas A. Singh ISBN 978-1-4496-8374-0

***Ethics for Health Professionals*** by Carla Caldwell Stanford and Valerie J. Connor ISBN 978-1-4496-8960-5

**Suggested Texts, Supplies, Materials:**

All students should come to class prepared for each day’s lecture. This includes completing reading assignments prior to class, bringing required handouts to class, having writing instrument for taking notes, and any other materials previously instructed to bring.

**Course Requirements:**

In order to receive a grade in this course, the student will:

1. Attend all class sessions according to stated attendance policy
2. Actively participate in classroom discussions and other activities
3. Complete all assignments
4. Complete 2 (two) case study presentations
5. Pass mid-term exam with a grade of 70% or better
6. Pass final with a grade of 70% or better

**Evaluation and Grading Criteria**

|  |  |
| --- | --- |
| Assignments | 25% |
| Case Studies | 25% |
| Quizzes | 25% |
| Attendance & Participation | 15% |
| Exams | 20% |

**Policies and other information**

**Attendance Policy**

All students are expected to attend class each period. Attendance counts for 10% of your grade. If you miss one class you will lose 5% points; if you miss a second class you will lose all attendance points for the semester. You will be allowed one *excused* absence without penalty. An example of an excused absence is illness (you or family member with doctor’s note) or other verifiable occurrence (death in the family, accident, etc...). Students have a 5 minute “grace period” at the beginning of class before I will takeattendance. After thattime, you will be counted as tardy. 3 tardy occurrences count as an unexcused absence.

**Attendance Policy for Religious Holidays**

If you are going to miss class for reasons related to religious holidays, you must inform me as early as possible. Absences related to religious holidays will be excused and NOT count toward your allowable excused absences. You are responsible for making up any missed assignments, quizzes or tests within one week of the absence occurrence.

**Special accommodations for students**

**Students Needing Special Accommodations:**

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the [Access\*Ability Resource Center (ARC)](http://jefferson.kctcs.edu/en/Current_Students/ARC.aspx) on the appropriate campus as soon as possible.  Please DO NOT request accommodations directly from the professor or instructor.  If you require assistance during an emergency evacuation, notify your instructor and the ARC.

Downtown, Technical, and Carrollton Campuses

Terri Martin

Downtown Campus

VTI—Rm 319

(502) 213-2375

[terrif.martin@kctcs.edu](../../AppData/Local/Microsoft/Local%20Settings/Temporary%20Internet%20Files/AppData/Local/Local%20Settings/Temporary%20Internet%20Files/Content.Outlook/FQOSETV1/terrif.martin%40kctcs.edu)

Southwest, Shelby, and Bullitt County Campuses

Nancy Birkla

Southwest Campus

Student Community Building—Rm 103

(502) 213-7120

nancy.birkla@kctcs.edu

Students with Hearing Loss or Deafness (Services include interpreting, note taking, and provision of ALD devices.)

 Venetia Lacy, Interpreter and Coordinator of DHHS

 (502) 213-4218

venetia.lacy@kctcs.edu

**Complaint procedure**

If a student has an issue or complaint concerning an instructor or the course, the student should first speak with the instructor. If unable to resolve the issue, the student may then carry the complaint further by contacting the Allied Health Division Chair or Dean of Allied Health. Note: The formal student appeals process is outlined in the [Code of Student Conduct](http://www.kctcs.edu/en/Students/Admissions/Academic_Policies/Code_of_Student_Conduct.aspx.).

Instructor then go toAllied Health Division Chair and finally toDean of Allied Health

|  |  |  |
| --- | --- | --- |
| Position | Name | Contact Info |
| AH Division Chair | Eva Oltman | (502) 213-4245 |
| Dean of AH & Nsg | Carolyn O’Daniel | (502) 213-2212 |

**Student Code of Conduct**

The KCTCS [*Student Code of Conduct*](http://www.kctcs.edu/en/Students/Admissions/Academic_Policies/Code_of_Student_Conduct.aspx.)explains the rights and responsibilities of both students and faculty and covers such matters as classroom and campus conduct, students’ academic rights, and procedures for dealing with academic dishonesty.

*Other expectations:*

* Cell phones – cell phones should remain on vibrate during class time. If you need to take a call, please leave the classroom.
* Coming to class late – there will be a 5 minute “grace period” at the beginning of each class before attendance is taken. If you are not there at that time you will be considered tardy.
* Leaving class early – If you need to leave class early, you must inform me as soon as possible before class. It is your responsibility to obtain any handouts, notes, and complete any missed assignments.
* Behavior expectations – I expect students to participate in classroom activities and conduct themselves in a courteous and mature manner. Please come to class prepared to discuss the material to be covered that day.

**Non-discrimination Statement**

Jefferson Community and Technical College is an Equal Opportunity institution committed to the policy of providing educational opportunities to all qualified students regardless of economic or social status, beliefs, sexual orientation, age, national origin, or physical or mental disability.

This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, adequacy, continued availability, or ownership.

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**HST 102 COURSE SCHEDULE**

| ***DATE*** | ***Activity*** |
| --- | --- |
| *August 20* | *Review of Syllabus and Introductions* |
| *August 22* | *Chapters 1 and 2-Essentials of U.S. Health Care* |
| *August 27* | *Chapters 2-3-Essentials of U.S. Health Care* |
| *August 29* | *Chapter 4-Essentials of U.S. Health Care**Case study 1 topic due* |
| *September 3* | *Chapter 7-Ethics for Health Professionals* |
| *September 5* | *Chapter 5-Essentials of U.S. Health Care* |
| *September 10* | *Chapter 4- Ethics for Health Professionals* |
| *September 12* | *Chapter 6- Ethics for Health Professionals* |
| *September 17* | *Chapter 6-Essentials of U.S. Health Care**Rough draft of case study 1 due* |
| *September 19* | *Chapter 7-Essentials of U.S. Health Care* |
| *September 24* | *Mid-term review* |
| *September 26* | *MID-TERM exam* |
| *October 1* | *Case Study Presentations* |
| *October 3* | *Case Study Presentations* |
| ***October 8*** | ***FALL BREAK – NO CLASS*** |
| *October 10* | *Chapter 8-Essentials of U.S. Health Care* |
| *October 15* | *Chapter 1-- Ethics for Health Professionals* |
| *October 17* | *Chapter 2- Ethics for Health Professionals* |
| *October 22* | *Chapter 5- Ethics for Health Professionals* |
| *October 24* | *Chapter 9-Essentials of U.S. Health Care**Case study 2 topic due* |
| *October 29* | *Chapter 10- Essentials of U.S. Health Care* |
| *October 31* | *Chapter 11- Essentials of U.S. Health Care* |
| *November 5* | *Chapter 3- Ethics for Health Professionals* |
| *November 7* | *Chapter 8- Ethics for Health Professionals* |
| *November 12* | *Chapter 12-Essentials of U.S. Health Care**Rough draft of case study 2 due* |
| *November 14* | *Chapter 13 -Essentials of U.S. Health Care* |
| *November 19* | *Chapter 14- Essentials of U.S. Health Care* |
| *November 21* | *Chapter 9- Ethics for Health Professionals* |
| *November 26* | *Case study presentations* |
| ***November 28*** | ***THANKSGIVING – NO CLASS*** |
| *December 3* | *Case study presentations* |
| *December 5* | *Review for Final exam* |
| *TBD* | *Final Exam* |

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